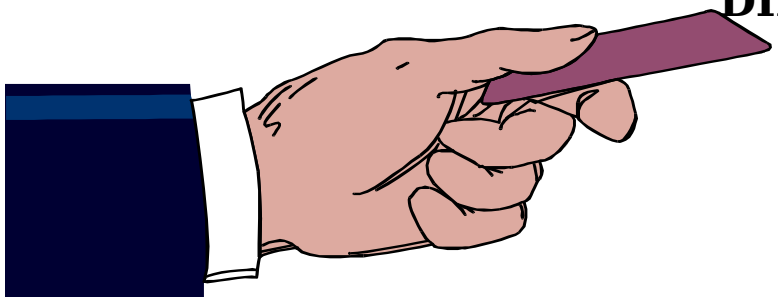
GOVERNMENT PURCHASE CARD (GPC) PURCHASE OF SUPPLIES AND SERVICES SOP/TRAINING MANUAL

January 2007



DIRECTORATE OF CONTRACTING (DOC)
Bldg 2174, 13 1/2 Street
Fort Campbell, KY 42223-5334

LESLIE H. CARROLL
Director of Contracting

CARL J. HECKMANN
Chief, Business Operations Division

http://doc.campbell.army.mil

DOC WEBSITE
CREDIT CARD PROGRAM ACCESS

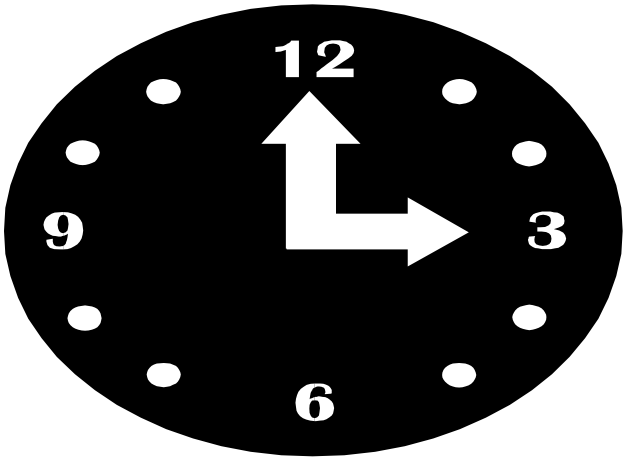
Directorate Of Contracting - Microsoft Internet Explorer provided by Your Ft Campbell DOIM
File Edit View Favorites Tools Help
Back Search Favorites
Address http://doc.campbell.army.mil/
Go Links
CONTACT INFORMATION
CONTRACTING OPPORTUNITIES
FT CAMPBELL TECHNICAL DESIGN GUIDE
ROSTER
ACQUILINE PR WEB
SMALL BUSINESS INFO
HOT LINKS
ACTIVE CONTRACTS
RECEIVING REPORTS
DOING BUSINESS WITH FORT CAMPBELL
DRIVING DIRECTIONS
CREDIT CARD PROGRAM
ORDERING OFFICER PROGRAM
CCR REGISTRATION
PRIVACY AND SECURITY NOTICE
logodoc.jpg (53163 bytes)
Directorate of Contracting
2174 13 1/2 ST
Fort Campbell Ky 42223-5358
Dedicated Outstanding Committed Customer Service
ICE
Take Our Customer Satisfaction Survey
ATTENTION CONTRACTORS New (w/ PHOTO) Eagle Card and AVIDS Decal Information
DOC Newsletter June 2005
VISA
Credit Card Program
VISIT FedBizOpps FOR ALL FEDERAL GOVERNMENT PROCUREMENT OPPORTUNITIES
Hot!
Click here to find out more about the Army mandate to use Blanket Purchase Agreements for the purchase of office products??
This is a Department of Defense (DoD) interest computer system. All DoD computer systems are subject tomonitoring at all times to ensure proper functioning of equipment and systems, including security devices, to prevent unauthorized use and violations of statutes and security regulations, to deter criminal activity, and for other similar purposes. If monitoring of this or any other DoD computer system reveals possible evidence of violations of criminal statutes, this
Internet
start
Inbox - Microsoft...
Untitled - Messag...
Microsoft PowerP...
U.S. Bank C.A.R....
Directorate Of C...
7:46 AM

DOC GPC Team

Donna Blossom GPC Team Leader
donna.blossom@us.army.mil
(270) 798-7801
Regina Skaggs Auditor
(270) 798-7802 – regina.skaggs@us.army.mil
Mae Cruz
(270) 798-7333 – mae.cruz@us.army.mil
Renea Grigsby
(270) 798-7803 – renea.grigsby@us.army.mil
Sylvia Muse
(270) 798-7808 – sylvia.muse@us.army.mil

FAX: (270) 798-7274 DSN: 635 for 798 numbers 363 for 956 numbers

After Duty Hours Who Can I Contact?__



The DOC Credit Card Team normal operations:

0700 - 1600 hours Monday - Friday

We can work our hours to accommodate your needs.

Nights ,Weekends and Holidays - contact the Staff Duty Officer **(SDO)** (270) 798-9793

GPC REFRESHER TRAINING

Yearly refresher training required IAW AR 715 – Mar 2006

Attend monthly GPC class

Prior to Appointment

Request password and user ID from

https://atrrs.army.mil/channels/aitas/

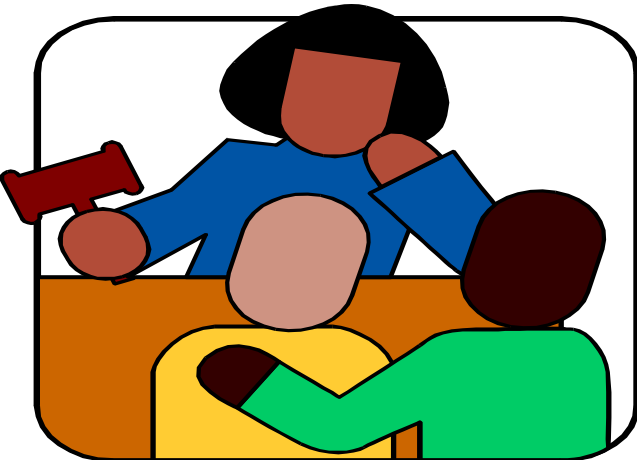
DAU website: https://learn.dau.mil

IF YOU HAVE QUESTIONS OR PROBLEMS,

PLEASE CALL THE DOC CREDIT CARD TEAM

(270) 798-7333, 7808, 7803,7802 or 7801

Joint Ethics Regulation (JER)



- Conflict and appearance of conflicts
- Merchants should not have advance knowledge of purchases
- Gratuities (cannot accept gifts from merchants)

Staff Judge Advocate (SJA)

Ethics Training and Pamphlets

Ethics Training and Pamphlets on the Fort Campbell Intranet:

- DoD: http://www.defenselink.mil/dodgc/defense_ethics/index.html
- Office of Government Ethics (above DoD): http://www.usoge.gov/index.html

SJA, Ethics Counselor: Mr. Craig Bradley or Maj Davis (270) 798-0734

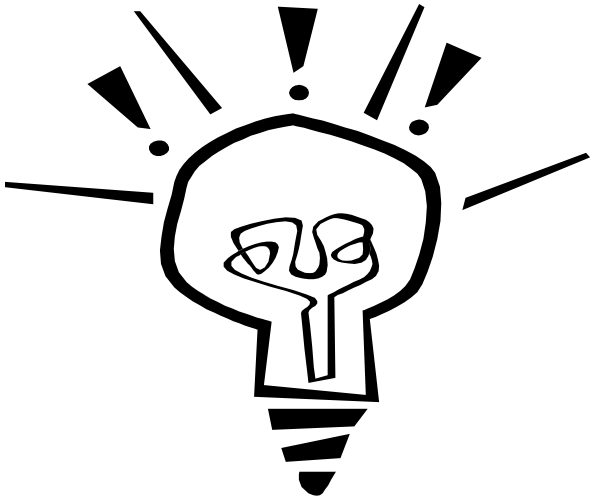
ALL CARDHOLDERS AND APPROVING OFFICIALS MUST COMPLETE FC FORM 4259 STATING THAT YOU HAVE READ Joint Ethics Regulation DoD 5500.7R

***** Fort Campbell has <u>ZERO TOLERANCE</u> for accepting gifts from merchants.*******

Purpose of the GPC Program

To provide a method for procurement and non-procurement personnel to purchase supplies which do not exceed the micro-purchase threshold of $3,000.00 for supplies and 2,500.00 for services. With DOC approval, purchases may exceed single micro-purchase threshold of $3,000.00 for supplies and $2,500.00 for services purchase limit but will not exceed $25,000.

(<u>$2,000 FOR SELECTED DPW CONSTRUCTION CARDHOLDERS ONLY!</u>)



Construction Definition

Construction (build), alteration, or any changes to real property, repair of buildings (painting, carpeting,

repair of stairway, concrete work etc).

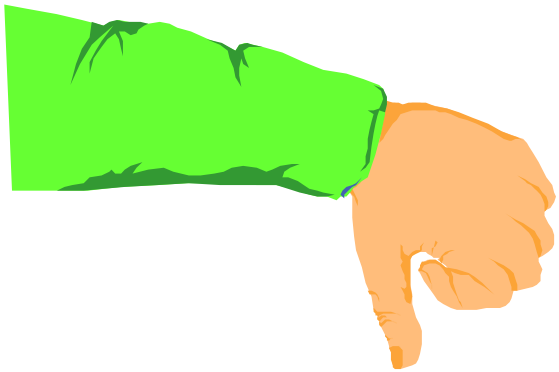
<u>ONLY DPW cardholders are authorized to “hire” for installation of carpeting, flooring, plumbing, etc.</u>

Contact DPW Work Order Section,798-9722 for construction work.

“Construction” means construction, alteration, or repair (including dredging, excavating, and painting) of buildings, structures, or other real property. For purposes of this definition, the terms “buildings, structures, or other real property” include, but are not limited to, improvements of all types, such as bridges, dams, plants, highways, parkways, streets, subways, tunnels, sewers, mains, power lines, cemeteries, pumping stations, railways, airport facilities, terminals, docks, piers, wharves, ways, lighthouses, buoys, jetties, breakwaters, levees, canals, and channels. Construction does not include the manufacture, production, furnishing, construction, alteration, repair, processing, or assembling of vessels, aircraft, or other kinds of personal property.

NOTE: Construction cardholders should be very limited - only issued to DPW cardholders, unless DPW has provided the Level IV with detail instructions for cardholders out-side of DPW to be authorized to purchase small construction projects up to $2,000 with DPW authorized approvals prior to purchase.

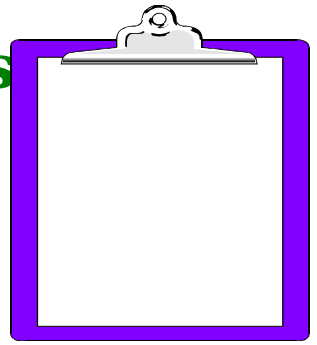
Unauthorized Credit Card Purchases



- **NO Split Purchases**
- **NO Purchases Over Dollar Limits**
- **NO Cash Advances**
- **NO Microsoft Products**
- **NO THIRD PARTY (Pay Pal, Ebay, I-bill)**
- **NO Rental Or Lease Of Land Or Buildings For Term Longer Than One (1) Month Is Prohibited**
- **NO Telecommunication SERVICES/EQUIPMENT (I.E., Can Not Change DSN To A Commercial Company.)**
- **NO Personal Charges**

Partial Listing Of Unauthorized Purchases

- ***NO*** **airline, bus or other related travel tickets**
- ***NO*** **coffee, juice, bottled water (see note below) or other food items. _**
- ***NO*** **yard maintenance or janitorial services**
- ***NO*** **meals and lodging (for emergencies contact your comptroller during duty hours. After duty hours contact your comptroller through the SDO (270)798-9793**
- ***NO*** **Christmas or other holiday decorations**
- ***NO*** **GIFTS or GIFT CARDS**
- ***NO*** **agreements to test supplies or services**



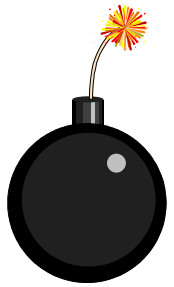
STILL NOT SURE? CONTACT DOC CREDIT CARD TEAM (270) 798-7333, 7808, 7803 7802 OR 7801

Wash Rack/Car Wash, When to Choose?

- Military vehicles: Wash Rack is your MANDATORY Source (PX car wash facilities not authorized if wash rack is open)
- If wash rack is closed or broken, you are authorized to purchase coupons with tokens from AAFES.
- CH- Tokens are for military vehicles ONLY
- Log must be attached to GPC worksheet
- GSA vehicles: Your Mandatory Car Wash Source is Transportation Motor Pool (TMP), located at Bldg. 602, corner of Air Assault and Bastogne. This is a free service to most Division, Installation and 5th Group TMP vehicle holders.
- Cardholders, you are not authorized to purchase car wash tokens with your GPC from AAFES facilities to pay for your GSA vehicle. TMP POC is Ms. Susan Jeffries @ 798-2310

Fraud, Abuse, And/Or Misuse Of The GPC Visa Credit Card

- **Article 15**
- **Fines**
- **Imprisonment**
- **Demotions**
- **And/Or Termination Of Military Or Civilian Career**



How To Become A Cardholder, Approving Official Or Alternate Approving Official

1. Attend credit card training
2. Complete DOD tutorial
3. Complete forms: FC 4217, 4259 & 4260
   - 4217 & 4259 - cardholder
   - 4259 & 4260 approving official (AO) and alternate approving official
4. Form must be signed off by your comptroller
5. Sign delegation of authority
6. AO/AAO, SSN is required on (DD577) DFAS signature card

Minimum Personnel Required for Unit/Activity GPC Credit Card Program

MINIMUM PERSONNEL REQUIRED:

- Prime approving official (AO)
- **Must have one alternate approving official (AAO)**
- Cardholder (At least two cardholders preferred)

There can only be one Prime AO per account.
Prime AO's are limited to no more than seven (7) cardholders per account.
Currently, there is no limit on number of AAO's

Approving Officials are Financially Liable

Approving officials, you are required to review your cardholder's reconciled documentations.

Please be advised that audits, inspections and investigations of cardholder reconciled credit card files are the liability of the approving official and may result in financial and disciplinary actions.

Prime Approving Officials Do NOT Leave Your Unit Without Cardholders

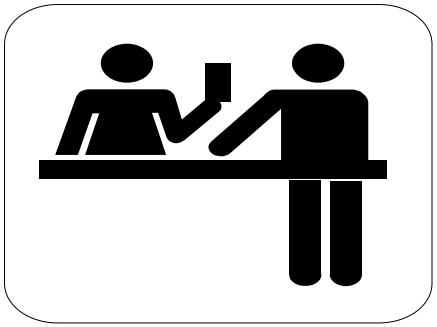
Cardholders must have a prime AO in order to have active accounts. If you are leaving your Duty Station as a prime AO, a new prime must be in place before you leave, or we will be required to suspend all cardholders.

Cardholders

Cardholders are individuals who are given delegation of authority by DOC to purchase essential mission related supplies and services with the GPC purchase card.

The cardholder's name is embossed on the GPC VISA credit card and no other individual is authorized to use the credit card or card number.

NO EXCEPTIONS ! ! ! ! ! !



First!

Cardholder will screen three

(3) mandatory sources in

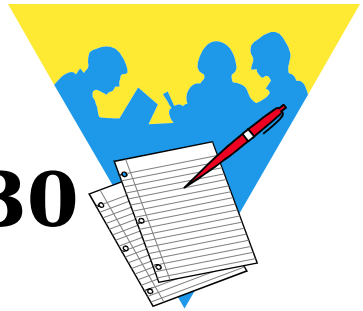
order of priority

1. Activity/Installation Inventories

- **Check the supply system, bldg 5210, Room number 10**

Point of Contact:

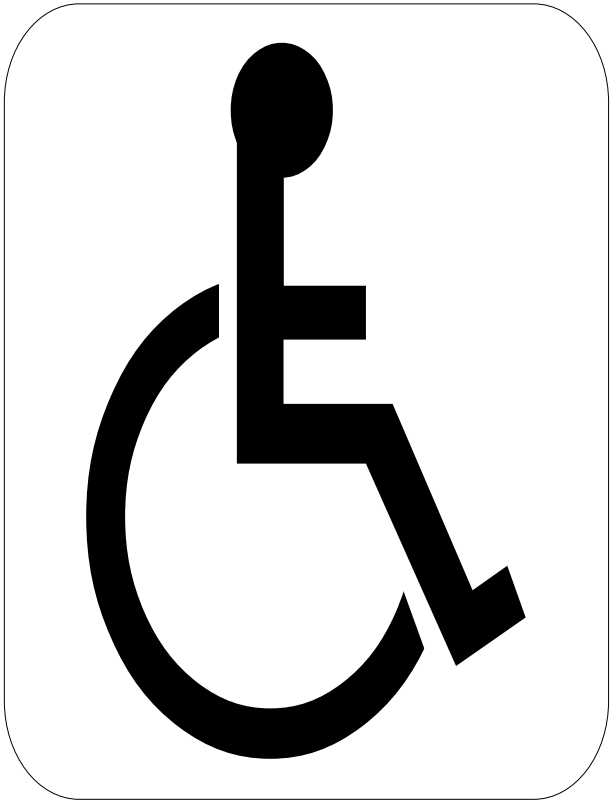
- **Shirley Huntley (270) 798-5430**



Supply Purchases

- Items with NSN stock numbers must be purchased from mandatory source (DOL Supply) unless requirements cannot be met
- Example NSN items: Flags, Guidons and Streamers
- Request items on DD form 1348-6
- NO NSN purchases authorized unless waiver approval from DOL.
- Attach waiver to GPC worksheet

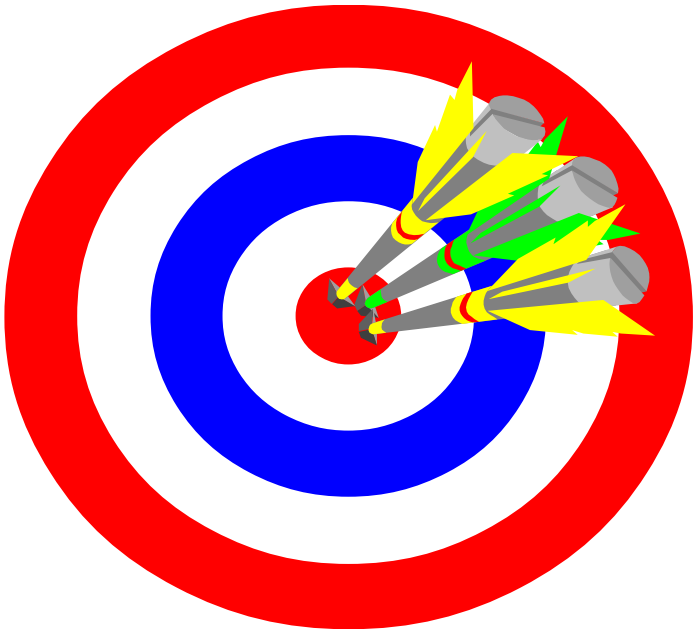
2. National Industries For The Blind And Severely Handicapped (Nib/Nish)



The Javits-Wagner-O'Day (JWOD) program was established by Congress in 1971 to increase employment and training opportunities for people who are blind or have other severe disabilities.

WWW.JWOD.GOV

Be On Target With Eagle Mart



- **8th and Desert Storm**
- **PHONE: (931) 431-4311**
- **FAX: (931) 431-6989**
- **0800 – 1600 hours**
- **JWOD Source**
- **Free Delivery**
- **WEBSITE: www.rlcb.net**

–

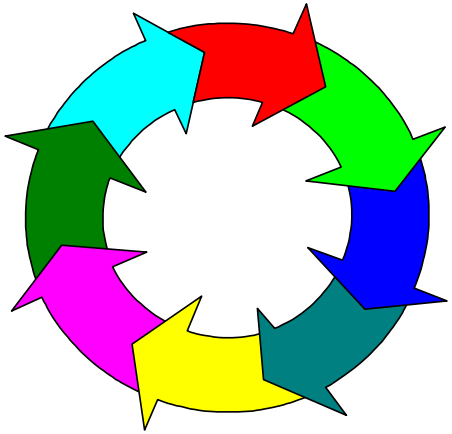
3. DA Mandatory Blanket Purchase Agreements (BPA) for Office Supplies/Toner

- 15 for general office supplies and 4 that specialize in toner/inkjet products
- All orders must be placed through the DoD EMALL.
- Website DoD EMALL: www.emall.dla.mil
- Telephone DoD EMALL: 1-888-352-9333

DOC Merchant Corner

- DOC does not provide Approving officials and cardholders names are not provided to merchants.
- GPC personnel are not authorized to accept free merchandise from vendor.
- Card holders should be cautious when approached by vendors.
- Cardholders shall not accept supplies or services as a test for vendors.

Rotate, Rotate, Rotate



Micro-purchase laws and regulations

governing the GPC visa credit card

program requires that cardholders

rotate merchants.

Aquiline

- AQUILINE is a DOD mandatory paperless purchase request system
- All units/activities are required to submit purchase request for contract needs via AQUILINE
- AQUILINE deployed at S4/BN level
- Battalion S4s, call Patty Shaffer (DOC System Administrator), 798-7805 to arrange training.

Maintenance Request – To Increase A Cardholder's Account?

Cardholders to increase your SPL, NTE $25,000, process maintenance request through AO, Comptroller/Budget, then to DOC, Credit Card Team, 2174, 13 ½ Street

FORM: FC 4261

Terminating A Cardholder

Is The Cardholder

- **RETIRING?**
- **ETSING?**
- **PCSING?**
- **CHANGING UNITS/ACTIVITIES?**
- **OTHER REASON TO TERMINATE?**

FORM: FC 4262

Lost Or Stolen Credit Card

In case of a lost or stolen card, it is important that

you immediately notify:

1) Your Approving Official,

2) Us Bank (888) 994-6722

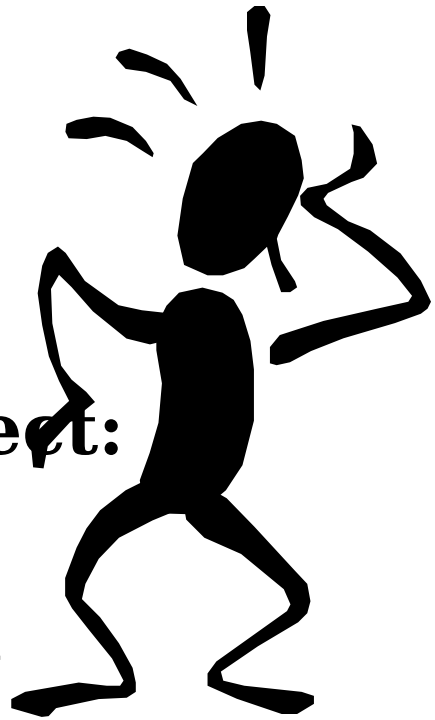
3) Credit Card Team

798-7333/7808/7803/7802/7801

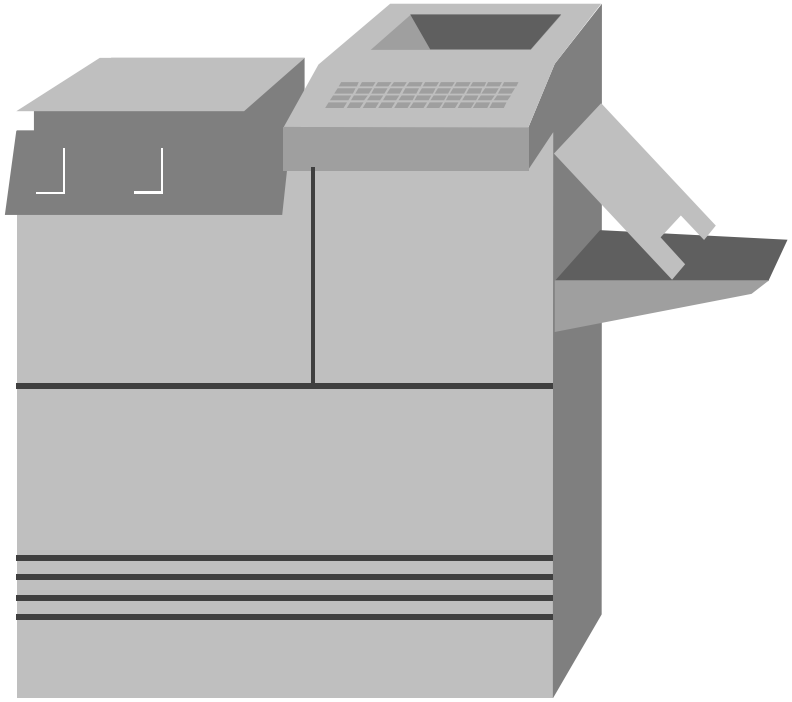
outside the U.S., call US Bank collect:

(701) 461-2232

CH- Bank will send you a new card



Copiers

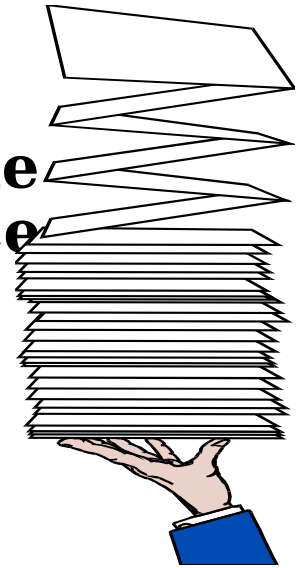


- Need a field copier?
- FC has a contract for copiers in your office
- Contact Jerry Hazlett (DOIM)

  (270) 798-3333

Printing/Copying Services (No off-post printing authorized)

DAPS is MANDATORY SOURCE FOR ALL PRINTING



The Federal Acquisition Regulation (FAR) Subpart 8.8 states that printing must be done by or through the Government Printing Office (GPO) (44 U.S.C. 501). FAR 8.802 prohibits directly contracting commercial sources.

Change of Command programs are a proper expenditure of mission dollars. Photos fine. Color and other expense items are not.

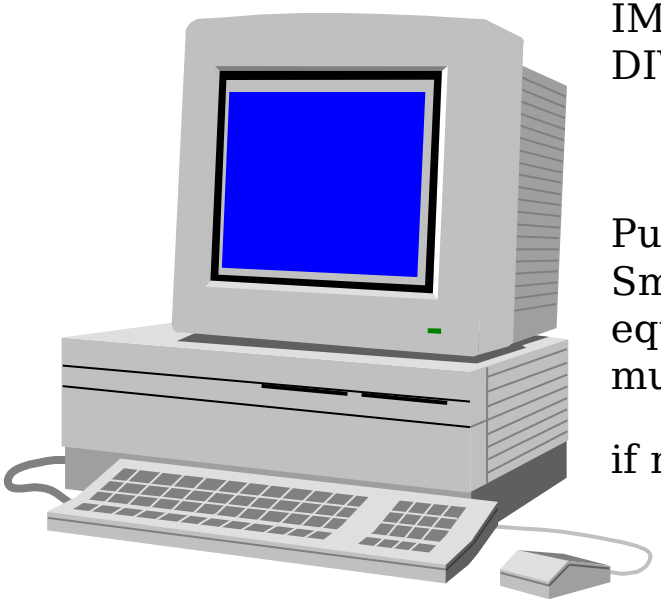
Cardholders who go directly to commercial sources without DAPS authority can be held pecuniary liable for the cost of unauthorized printing.

****NO printing authorized at Kinko's, ABC printing, or any other printing merchants.****

Property Accountability

1) All personnel who are entrusted with acquisition of GOV property are responsible for its' proper custody, safekeeping and accountability IAW DA SOP page 57
2) AFTER purchase, cardholder is required to attach hand receipt (HR) or property book record documentation to GPC worksheet. All property for GPC purposes, is accountable.
3) Items not accepted by PBO – items must be on HR 3161 or 2062. The HR must be attached to the GPC worksheet, FC Form 4256
4) Cardholders! To ensure separation of duties, Property Book Officers or Hand Receipt Holders will not be appointed as GPC cardholders or approving officials IAW DA SOP.

Purchase Of Computer Equipment Hardware And Software



PRIOR to purchase, cardholder's are required to obtain an approved CAPR prior to purchase.

IMA = (DOIM) Laura Haley, bldg 907, telephone 798-3884

DIVISION = (G6) MAJ Dave Murphy, bldg 6914, telephone 956-2103 or DAC Nick Kelly, bldg 6913, telephone 798-3011

Purchases over $2500 the Dept of Army has the "Army Small Computer Program (ASCP) contract for "IT" equipment i.e., laptops, printers, and servers. Cardholders must request pricing and compete items with three (3) vendors;

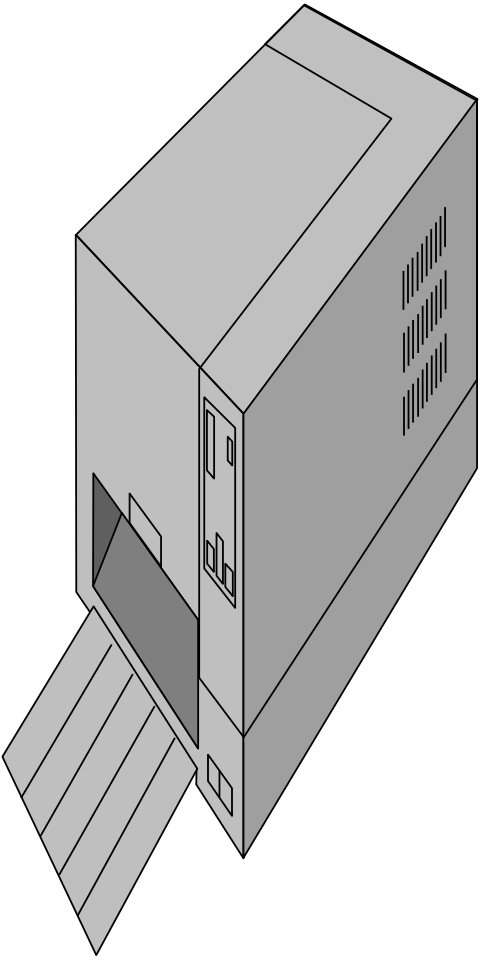
if not available, cardholder must provide sole source

WEBSITE: https://ascp.monmouth.army.mil

FC FORM 3027

Attach Capabilities Request (CAPR) to GPC workshe

Prior To Purchase



Radios & Walkie Talkies not authorized without
prior approval

Cardholders Are <u>Required</u> To Call DOIM:

JESSIE THARPE
6905 ASHAU VALLEY ROAD
FORT CAMPBELL, KY
PHONE: (270) 798-9879

HAZARDOUS MATERIALS (HAZMAT)

- HAZMAT are generally those materials which are dangerous if inhaled, ingested or absorbed thru skin. Hazmats broadly include all chemicals and products associated with vehicle/building maintenance, cleaning, painting, and construction activities.

- The Pollution Prevention Operations Center (PPOC) 798-1157, centrally procures and stocks various HAZMAT which are issued directly to units and other garrison activities.

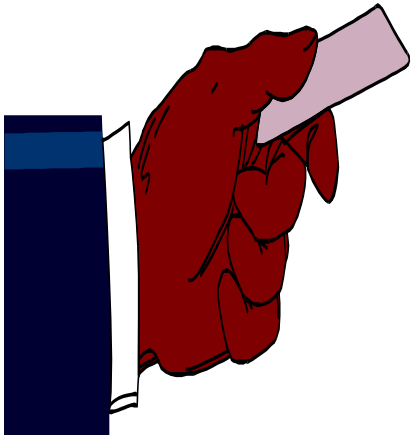
- Due to the PPOC's HAZMAT management responsibilities, unit/activity purchases of HAZMATs are prohibited.

- The PPOC handles all vehicle and weapons system maintenance HAZMATs, specialty colored paints, spill kits and batteries (except vehicle and aviation lead-acid).

HAZMATs Continued

- The PPOC procures/stores Field Sanitation Team hazmat
- Eagle Mart handles all janitorial supplies. They consult with the PPOC to ensure environmentally friendly products. (Eagle Mart – 431-4311)
- Troop Self Help handles all building maintenance products, some building related pesticides and consults with the PPOC to ensure environmentally friendly products (TSH- 798-2719, BLDG 862)
- Units are prohibited from procuring dumpsters for field training exercises.
- Fire Extinguishers service/repair may be purchased with GPC if not available from the Fire Dept. (798-5727)
- Batteries requested thru PPOC (798-9761/ 956-1420)
- Pollution Prevention Operation Center POC's
  Debra White, Hazmat Program Manager:798-9771
  Al Caldwell, PPOC Manager: 798-9780
  Al Bechard, PPOC Support: 798-9076
  Simeon Treadway, Battery Program Manger: 798-9761 or 956-1420
  Bob Fletcher, Environmental Education (EQO): 798-9595

Tax Exempt



- **All purchases with the GPC Visa Credit Card are tax exempt.**
- **Card is embossed with tax free and cardholder name**
- **Tax charges may not be disputed**

Manufacturer Rebates

Rebates are the property Of the

U.S. Government.

Rebate checks shall be made out to the U.S.. Treasury and <u>not</u> individuals.

If property is offered in lieu of a Rebate check, the property belongs to the U.S. Government.

No In-store Credits or Cash For Returned Items, etc.

- All credits shall be credited back to the cardholder's credit card account. Each transaction shall be a complete document trail to the credit card account. No in- store credits to purchase items at a later date, no cash, etc.
- Cardholders are not authorized to accept credit for their personal use.

Proof of Purchase

- All purchases, whether over the counter, by fax, or the telephone requires proof of purchase._
- Cardholder has 60 days to dispute purchase. There are 2 ways to dispute: 1) on-line 2) by fax
- Once disputed, Bank will send you forms to fill out.

Purchases Shall Not Be Split

TO STAY BELOW THE MICRO-PURCHASE THRESHOLD OF $3,000.00 FOR SUPPLIES AND $2,500.00 FOR SERVICES, AND $2,000 FOR CONSTRUCTION.

NOTE:

ONLY SELECTED DPW CARDHOLDERS ARE AUTHORIZED TO PROCESS CONSTRUCTION WORK.

Did You Lose, Or Not Receive The Proof Of Purchase?

You can contact the Merchant to obtain a copy or

process a dispute, that you recognize the charge, but need

a sales draft.

If your still unable to obtain a sale receipt,

contact the DOC Credit Card Team for

a letter to the merchant.

Cardholder Worksheet

Worksheet must be completed for each credit card transaction

Pay only for full deliveries

No back ordering beyond 30 days

FORM: FC 4256

Customer Automation And Reporting Environment

(C.A.R.E.)

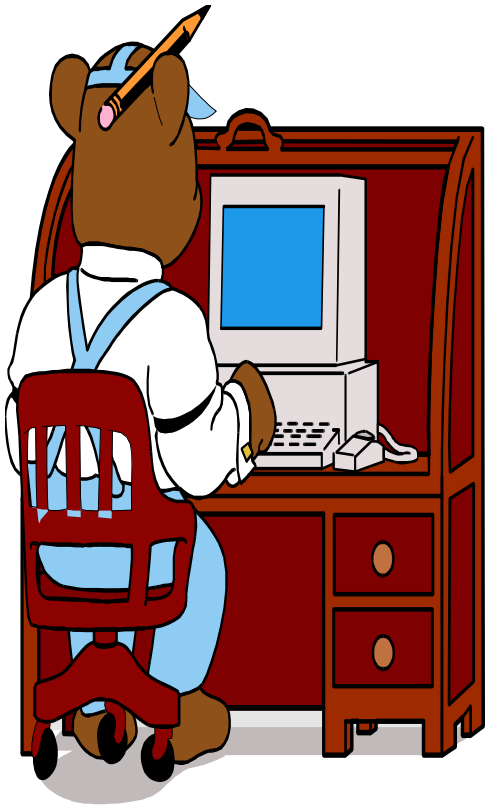
C.A.R.E is an electronic interface to provide

various functional capabilities.

View transactions on a daily basis

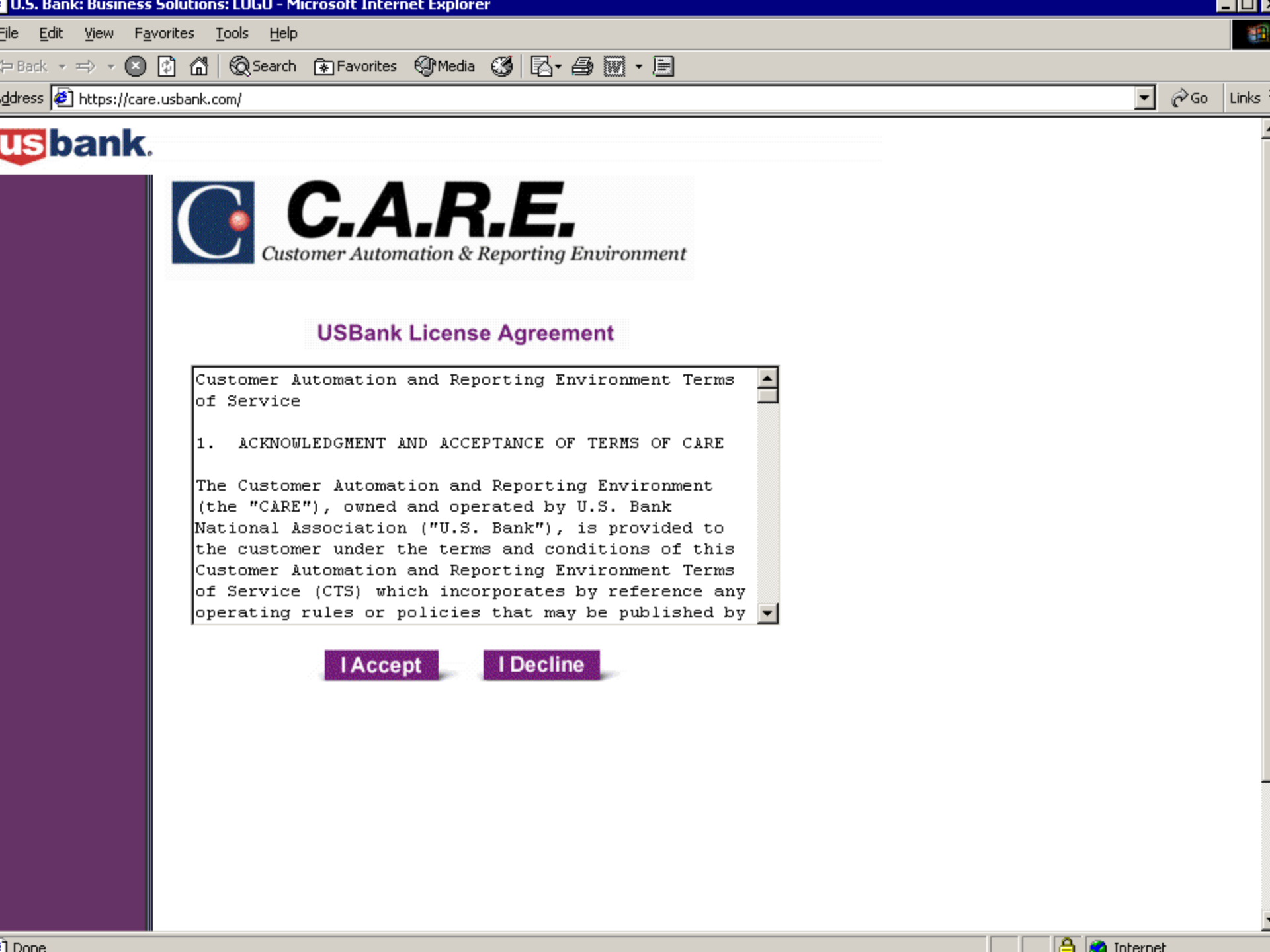
Approve transactions daily

Website: https://care.usbank.com



Your Unique User Name And Password

- Approving officials: Turn forms in with request for user name and password from bank within 7-10 days.
- You are the only individual authorized to use your user name and password. There are no exceptions!
- Prime approving officials and alternate approving officials will have separate user names and passwords. If you do not have an alternate, then you will always need to be available to process your monthly billing statements.
- Cardholder: Once card is received, you will need to self register in CARE and complete on-line registration.


U.S. Bank: Business Solutions: LOGO - Microsoft Internet Explorer
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C.A.R.E.
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Customer Automation and Reporting Environment Terms of Service
1. ACKNOWLEDGMENT AND ACCEPTANCE OF TERMS OF CARE
The Customer Automation and Reporting Environment (the "CARE"), owned and operated by U.S. Bank National Association ("U.S. Bank"), is provided to the customer under the terms and conditions of this Customer Automation and Reporting Environment Terms of Service (CTS) which incorporates by reference any operating rules or policies that may be published by
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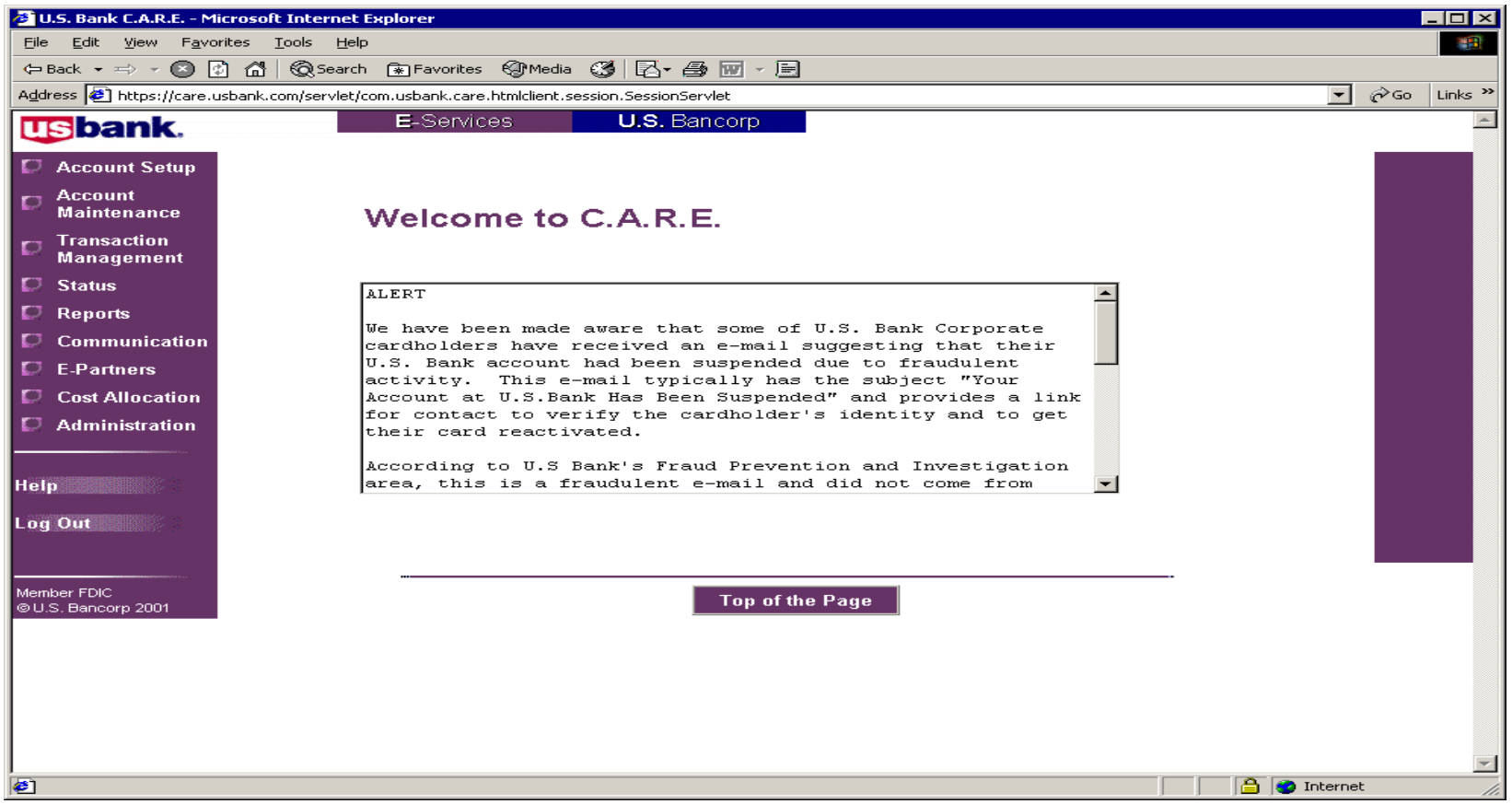
Transaction Management
&
Transaction Log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Welcome to C.A.R.E.
ALERT
We have been made aware that some of U.S. Bank Corporate cardholders have received an e-mail suggesting that their U.S. Bank account had been suspended due to fraudulent activity. This e-mail typically has the subject "Your Account at U.S.Bank Has Been Suspended" and provides a link for contact to verify the cardholder's identity and to get their card reactivated.
According to U.S Bank's Fraud Prevention and Investigation area, this is a fraudulent e-mail and did not come from
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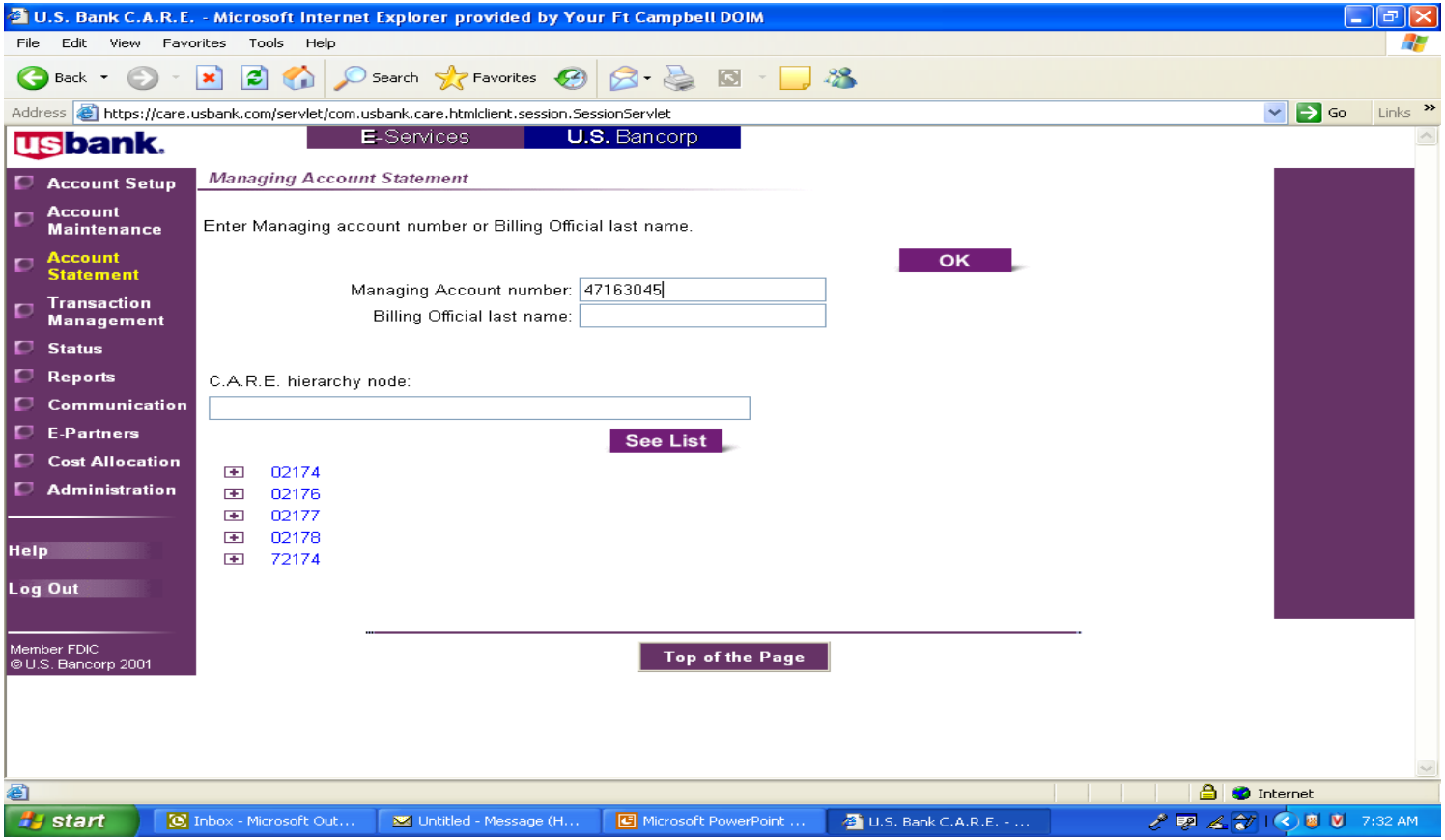
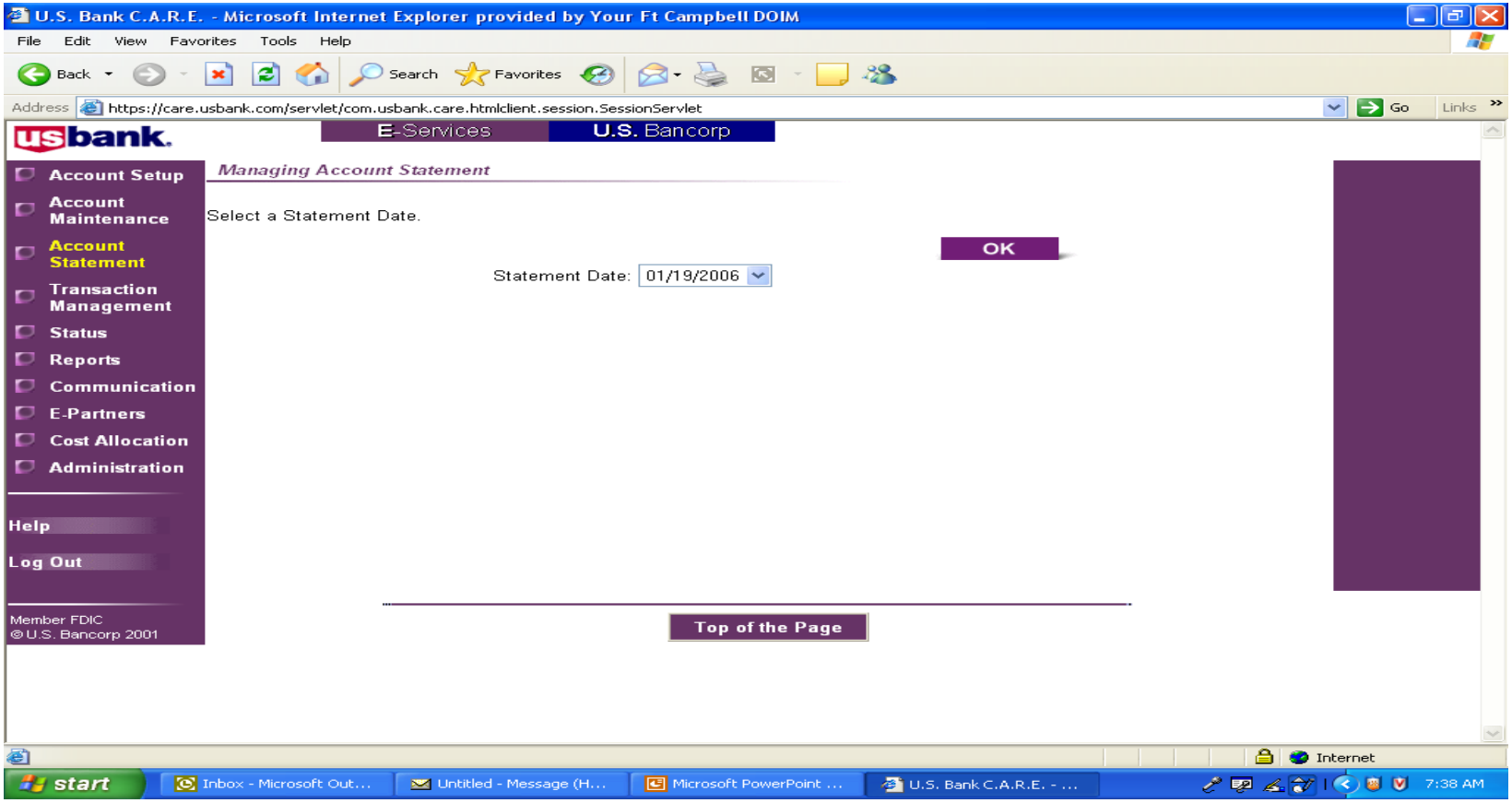
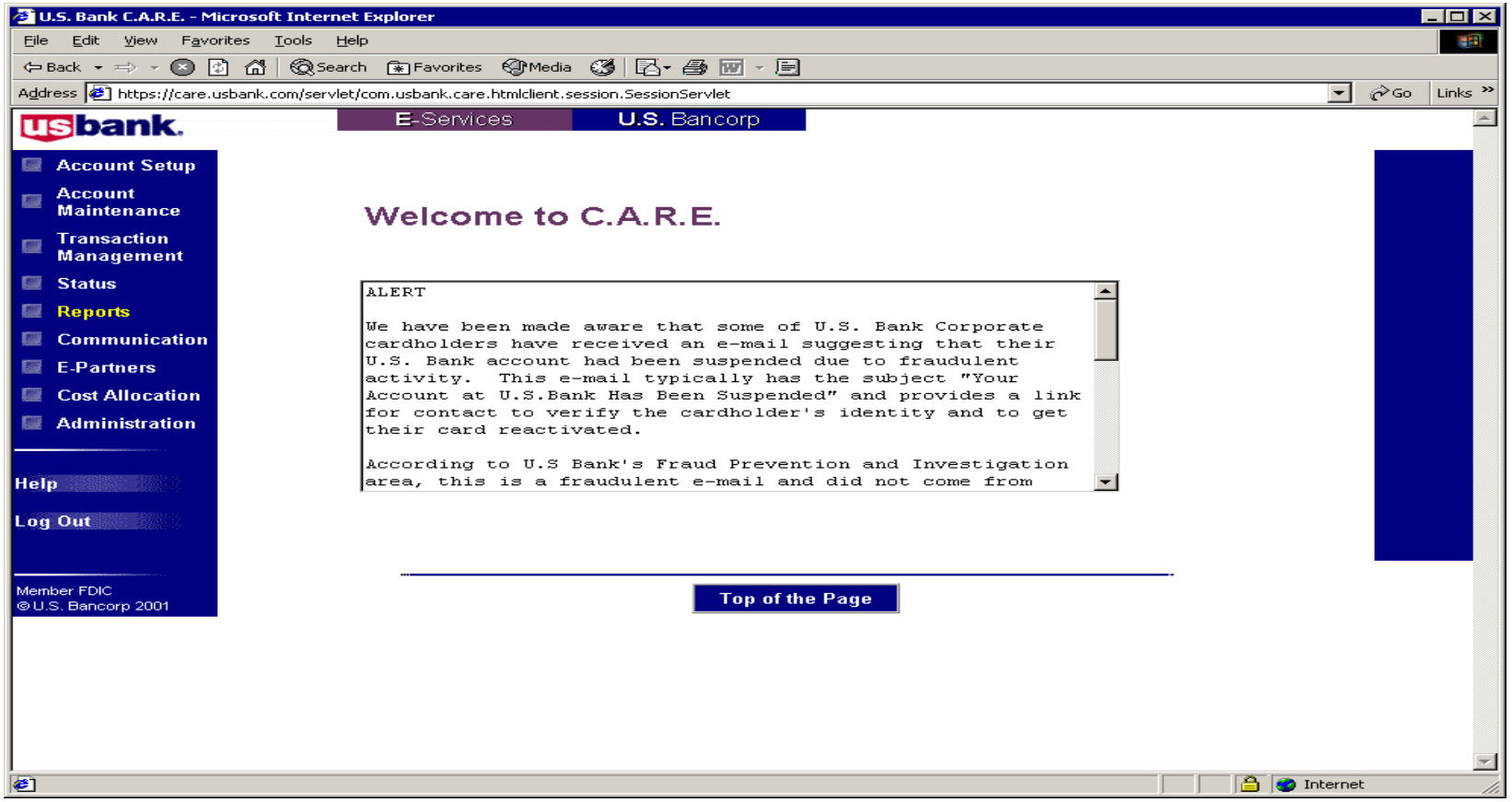
Approving Authority Statement



Approving Authority Statement Ending Date



Cardholder Statement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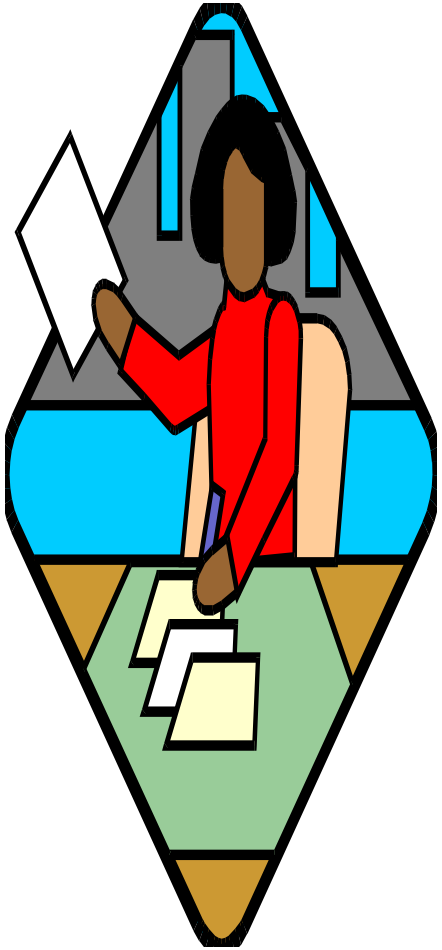
Cardholder's Approve Purchases Or Approving Official's Can Approve On Behalf Of The Cardholder

- Cardholders Should Make Every Effort To Approve Their Purchases In C.A.R.E.
- If The Cardholder Is Unavailable, The Prime Or Alternate Can Approve Purchases On Behalf Of The Cardholder.
- Prime Or Alternates Are Not Authorized To Provide The Cardholder With Their Unique Id's And Passwords To Approve Cardholder Purchases.

Pay And Confirm Notifying The Doc Credit Card Team Of Payments Processed In C.A.R.E

- AO's/AAO's shall certify payments in care by the 5th business day after the end of the billing cycle. Cycle date is the 19th of each month.
- Accounts 60 days past due will result in all cardholder accounts assigned to the prime official being suspended until payment along with all penalties and interest have been paid to US bank.
- It is critical that each AO have at least one alternate to process payments in C.A.R.E.

Disputes



Two ways to file disputes:

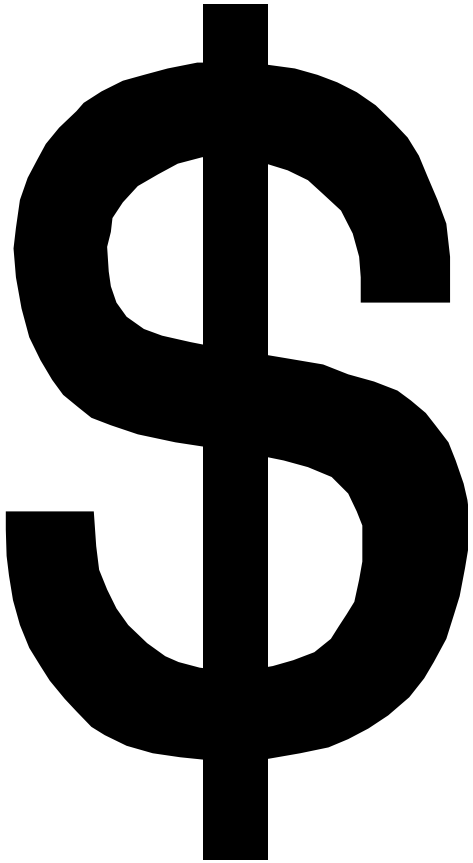
1. **On C.A.R.E**

   (file on C.A.R.E. <u>Only</u> when you are <u>absolutely</u> <u>positive</u> that you did not authorize the charge.

The charge will be deducted from the total amount of charges.

2. **Manual dispute form: processed to us bank**
   - **A. Duplicate charge**
   - **B. Items/service ordered, but not received**
   - **c. Incorrect amount charged**
   - **D. Merchant has not provided credit**
   - **E. Lost receipts**
   - **D. Other reasons**

CARE Rebates



- **Billing account cycle ending date will remain the 19th of each month (unless the 19th is on a weekend)**
- **Rebates are based upon how fast the approving official processes and pays the monthly billing account statement (bas).**
- **The rebates are posted as a credit to the cardholder's account at the end of each calendar quarter.**
- **C.A.R.E. Will allow approving officials to pay their monthly billing statements over the internet after the 19th of each month, and obtain the highest possible rebates for their accounts.**

S U R V E I L L A N C E

The growth and expansion of the Credit Card Program has increased inspections and investigations by the Directorate of Contracting (DOC) Credit Card Team, Internal Review and Audit Compliance (IRAC) Office, Inspector General (IG), and the U.S. Army Criminal Investigation Command (CID).

Doc Credit Card Team Merchant Corner

Visa merchants submit catalogs,

Line cards, etc. To be placed in

the DOC, Credit card team Merchant

corner for cardholders.

Purchasing Process Steps

Step 1: Identify the purchase (s) needed.

Step 2: Determine if purchase amount is within your approved limits. If no, stop and contact your approving official.

Step 3: Screen mandatory sources (supply/eagle mart/mandatory BPA's)

Step 4: Do you have all the necessary approvals FOR THE PURCHASE, I.E., CAPR for computers, Cell phones, etc.

Step 5: Contact a visa accepting supplier.

Step 6: Place your order, if your order is over the phone be sure and write down description of item (s), quantity, unit price and total price, to include shipping if applicable.

Step 7: For phone orders, write down the name of the person to whom you have placed your order.

Step 8: Request estimated delivery time. (Note: purchases are to be delivered; Complete within 30 days of placing the order.)

Step 9: Provide the merchant with all pertinent information, I.E., Your name, phone number, shipping address, etc.

Step 10: Give the merchant your credit card number, expiration date and tax exemption status.

Step 11: always request a receipt.

Step 12: complete cardholder worksheet and care transaction log. Ensure the following is attached to the worksheet: 1) Merchant receipt (clearly list item (s)/service purchased) 2)Capr, property accountability and other documentation to support purchase.

Step 13: cardholders approve transactions in C.A.R.E. As charges appear

Purchasing Process Steps…..Continued

Step 14: Submit all supportive documentation to your approving official at the end of the billing cycle.

Step 15: Approving official reviews each cardholder's charge in C.A.R.E. for approval and supportive documentation to ensure the cardholder has processed purchases appropriately.

Step 16: Approving official attaches all cardholder worksheets, receipts, etc. To the C.A.R.E. Payment processed form.

Step 17: Approving official approves payment in C.A.R.E. AFTER THE 19th of each month.

Unauthorized Commitments (UA

--Occurs when someone other than a government contracting officer or their designee commits government funds.

--UAC's are usually done innocently due to urgency of need or failure to know and follow proper requisition procedures.

--UAC must be ratified before vendor/contractor can be paid.

--Ratification involves numerous individuals; including "first 06 or equivalent in chain of command", and depending on dollar volume could be elevated to FORSCOM CG.

--Ratifications gain individual adverse notoriety, embarrass command and in some situations can result in anti deficiency act violations.

--When in doubt as to your authority, call directorate of contracting 798-7126/7815.

--Commander emphasis is the key to stopping UAC.

What Do I Do When I Need Help ?????

IF YOU HAVE ANY QUESTIONS OR PROBLEMS, PLEASE CONTACT:

DOC, CREDIT CARD TEAM
BLDG 2174, 13 1/2 STREET
FORT CAMPBELL, KY 42223-5334

(270) 798-7333, 7808, 7803, 7802 or